

I. INTRODUCTION

The Marketing Services Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent performs a number of laboratory tests and clerical functions in support of the work of the office.

II. DUTIES AND RESPONSIBILITIES

The employee performs one or more of the following functions in the Marketing Services Office:

- A. Arranges cotton samples in conditioning trays. Insures identification tags are present.
- B. Operates one of two support positions on a High Volume Instrumentation (HVI) production line and performs the following duties:
 - 1. Takes samples from Agricultural Commodity Grader and performs a series of color and strength readings. On some models of HVI equipment, performs micronaire tests.
 - 2. Holds sample until all tests are completed. If a sample is selected for check-testing, places sample and tag into check lot sack. If the sample is not recalled, disposes of it.
 - 3. Performs calibration testing as required. Insures instruments are kept clean and lint-free. Cleans work station area as required.
- C. Operates scales and airflow instruments on a production line basis, making air flow measurements (micronaire readings) of cotton samples. This requires: (1) feeding a sample to the operation from a bulk supply of cotton samples; (2) extracting a composite specimen representing both sides of the sample; (3) weighing out proper amount on a delicate scale; (4) determining the reading and recording this on tag; and (5) placing finished sample in tray for removal to the classing operation.

- D. As assigned by the Office Assistant, performs clerical tasks in the office, such as filing, posting records, preparing mailings, running totals on reports, and preparing summary sheets.

III. JOB CONTROLS

Supervision and Guidance Received:

Administrative supervision is provided by the Office assistant. Technical guidance is given by a Lead Agricultural Commodity Aid or an Agricultural Commodity Grader. Specific instructions are given with each assignment. Work is reviewed for conformance with instructions, accuracy, and a satisfactory rate of production. Over-the-shoulder supervision is readily available on technical problems.